

17 OCT 1987
OTE 87-6327

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration
Administrative Officer, DCI

FROM: [redacted]
Director of Training and Education

SUBJECT: Request for Approval to Incur
Expenses [redacted]

1. Approval is requested to incur expenses allowed [redacted] for the cost of a working luncheon in the U.S. Senate Dining Room on 17 November 1987 for the OTE Executive Development Program SIS elective "CIA and the Congress."

2. The luncheon is planned to be held in a Senate Dining Room. It will be sponsored by a member of the Senate Select Committee on Intelligence whose account will be billed for the cost of the luncheon. We will need to reimburse the Senator for the cost.

3. Attending the luncheon will be [redacted] SIS participants, five members of the Senate Select Committee Staff, and one OTE Staff member. The Chairman or Vice Chairman of the Committee may attend. A complete list of attendees by name will be forwarded when finalized.

4. I certify that the attendance of the participants listed in paragraph 3 is considered essential to the conduct of official U.S. Government business and that the function will facilitate the accomplishment of the Director's duties and responsibilities.

5. The estimated cost of this function is \$520.00.

[redacted]

SUBJECT: Request for Approval to Incur Expenses

STAT

CONCUR:

Deputy Director for Administration

Date

I certify the availability of funds in the amount indicated in paragraph 5.

Budget and Fiscal Officer, DCI

Date

APPROVED:

Executive Director

Date

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STAT

OTE/LDD/EDS/ (15 Oct 87)

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